

REQUEST TO INTERRUPT STUDIES

- Students are advised to contact the Student Centre (RHB117) for guidance on how any change may affect their student finance, their visa, and their status before requesting any change. Tuition fee liability and refunds are calculated in accordance with the College's General Regulations. Please visit here for details: www.gold.ac.uk/student-services/tuition-fees/refunds/
- Students interrupting for health reasons must submit a doctor's certificate or medical note with this interruption request and must obtain written medical evidence that they are fit to resume studies at point of re-enrolment. The evidence must be sent to Records and Enrolments via studentrecords@gold.ac.uk
- Students, for whom DBS and occupational health checks are compulsory, will be subject to further checks at their approved restart date and will be asked to re-apply for a DBS check where the period of interruption exceeds 3 months or extends into the subsequent session.
- International students with visa requirements must contact the Immigration Advisory Service (IAS) via immigration@gold.ac.uk before submitting a change request to discuss the implications of the change on their visa requirements.
- All interruptions must be authorised by the Head of Department/Departmental or Senior Tutor responsible for their programme of study.
- Please ensure all details are correct before submitting completed forms to Records and Enrolments as changes may not be possible subsequent to submission.
- Forms must be returned to Records and Enrolments via studentrecords@gold.ac.uk within 2 weeks of the date of interruption.

STUDENT REF.	SURNAME	FORENAMES	DATE OF BIRTH
PROGRAMME OF STUDY		STAGE	MODE (FT/PT)

EFFECTIVE DATE OF INTERRUPTION	RESTART DATE
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MPhil/PhD STUDENTS ONLY
RESEARCH COUNCIL UK FUNDED? Please indicate funding body (ESRC/AHRC/EPSC/Other):

PLEASE INDICATE THE MAIN REASON FOR THIS CHANGE (tick one box only):		
<input type="checkbox"/> 03 - Transferred to another institution	<input type="checkbox"/> 04 - Health reasons, Evidence supplied	<input type="checkbox"/> 06 - Financial reasons
<input type="checkbox"/> 07 - Other personal reasons	<input type="checkbox"/> 10 - Gone into employment	

STUDENT DECLARATION: I have read and understood the General Regulations (<http://www.gold.ac.uk/governance/generalregulations/>). I confirm that all details on this form are correct, and understand that personal data held by the College may be stored in paper/and or electronic form in accordance with the provision of the Data Protection Act (1998), and for the purposes outlined in the College's Data Collection Notice (<http://www.gold.ac.uk/data-protection/>).

SIGNATURE	DATE
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AUTHORISATION OF HEAD OF DEPARTMENT/SENIOR TUTOR – I confirm that members of the department have met with the student to discuss their decision. All details on this form are correct.

NAME	SIGNATURE	DATE
NAME	SIGNATURE	DATE

STUDENT SERVICES ONLY	Received:	Processed:
Assessments / Fees:	Fitness to Resume signed off:	Student Notified: